

11 July 1967

MEMORANDUM FOR CHIEF EDITORIAL DIVISION
CHIEF SPECIAL REPORTS DIVISION
CHIEF FIELD DIVISION
CHIEF SERVICE DIVISION
ADMINISTRATIVE OFFICER

STATINTL

STATINTL

Effective immediately, all sub-accounts for property issued to FBIB will be merged into one account (No. 30) with [REDACTED] as Accountable Officer. This will relieve the Responsible Officers of the necessity of keeping individual records. The officers being thus relieved are as follows:

Account #1
Account #2
Account #3
Account #4

STATINTL

Receipt of non-expendable property will be requisitioned and acknowledged by memorandum receipt by the following personnel:

Administrative Off.
Editorial Division
Special Reports Div.
Monitoring Div.
Services Div.

STATINTL

Procurement of all supplies and equipment will be accomplished by the Division Chief or a person designated by the Division Chief. Unauthorized individual requests will not be honored. Division Chiefs will take the necessary action to insure that requests are not made by unauthorized individuals.

STATINTL

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Deputy Chief, FBIB

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